



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>040 -CCFC</b>
ANALYST'S INITIALS	<b>LD</b>
DATE	<b>06/19/07</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Associate Governmental Program Analyst</b>	POSITION NUMBER <b>319-001-5393-900</b>	TENURE <b>PERMANENT</b>	TIME BASE <b>Full Time</b>	CBID <b>R01</b>		
OFFICE OF <b>First 5 California</b>	LOCATION OF POSITION (CITY or COUNTY) <b>Sacramento</b>		MONTHLY SALARY  <b>\$4,255</b>  <b>TO</b>  <b>\$5,172</b>			
SEND APPLICATION TO: <b>First 5 California</b> <b>2389 Gateway Oaks Drive, Suite 260</b> <b>Sacramento, CA 95833</b>  <b>Attn: Jenna Mann</b>	REPORTING LOCATION OF POSITION <b>2389 Gateway Oaks Drive, Suite 260</b>					
	SHIFT AND WORKING HOURS <b>DAYS - 8 a.m. to 5 p.m.</b>					
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF:</b>					
	PUBLIC PHONE NUMBER <b>(916) 263-1034</b>	PUBLIC PHONE NUMBER <b>( ) -</b>				
	SUPERVISED BY AND CLASS TITLE <b>Jerri Dale, CEA</b>		FILE BY <b>07/03/07</b>			

Under the general direction of the Chief Deputy Director, this position will independently perform the more difficult, and complex technical and analytical work related to conference, commission and meeting planning.

## DUTIES

### ESSENTIAL FUNCTIONS

In order to plan, organize and direct conferences, sessions, and meetings (up to three statewide three-day conferences with approximately four break out sessions per day requiring a topic and speaker and approximately 24 Commission meetings, technical assistance trainings, constituent group meetings and/or workshops) in accordance with the First 5 California Children and Families Commission (CCFC) Strategic Plan and fulfill statutory mandates:

- Assumes major responsibility for CCFC sponsored seminars, workshops, statewide conferences, visits by dignitaries, and speaker requests.
- Communicates with external persons and organizations for event, conference and meeting development.
- Analyzes the nature of meeting and/or speaker requests and prepares action plans according to CCFC guidelines and procedures.
- Conducts comprehensive research and analyzes pertinent data on conference topics, meeting agendas and a variety of issues associated with theme.
- Analyzes event activities and requirements based on request, analysis, and research of all issues relating to event topics, including:
  - Develops call for speakers (solicitation of speakers including experience, price, and availability), ascertains and verifies speaker qualifications.
  - Researches appropriate site for event based on size, purpose, and other criteria.
  - Negotiates contracts for venue, audio visual, speakers, etc.
  - Secures agreements and/or contracts as needed for publicity and outreach, invitations and responses, and event facilitation.
- Coordinates all speaker accommodations, agreements, logistics, travel, and reservations.
- Coordinates all staff accommodations, agreements, logistics, travel, and reservations.
- Develops solutions for sensitive issues as they relate to the events and/or meetings involving personnel, budgets, and client services, and independently prepares status reports and written recommendations for executive management review.

Supports the executive team with decisions regarding actions items resulting from conference activities, constituent meetings, commission meetings and in accordance with the State Administrative Manual, CCFC Strategic Plan, and Administrative Manual.

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<p>In order to ensure events are well attended and meet established goals and objectives and in accordance with CCFC policies and procedures this position analyzes event purpose, desired audience, and outcome to make recommendations to the Executive Director and the planning team; writes and edits drafts for printed event materials (e.g., programs, public service announcements, survey instruments, evaluations, registration forms, etc.); develops or assists program staff in developing presentation materials and obtaining final approvals; performs post-event evaluation and analysis, format, report findings to executive management, Commissioners and staff; and responds to inquiries from speakers, external organizations and constituents regarding education and outreach activities and events.</p> <p>In order to ensure conformance with Bagley-Keene Act, Brown Act and other related regulations regarding public meetings, the incumbent plans, organizes and directs Commission meeting document development, develops timelines and agendas for statutorily mandated commission meetings, submits program agenda and breakout sessions for review and approval by the Executive Director, collects appropriate materials and data specific to Commission meetings and prepares and distributes meeting packages.</p> <p><b>KNOWLEDGE AND ABILITIES</b>  <i>Knowledge of:</i> Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p><b>DESIRABLE QULAIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Possess knowledge of meeting planning and or conference planning.</li> <li>• Possess ability to utilize interdisciplinary teams in conduct of the conference planning processes.</li> <li>• Possess strong communication skills both written and verbal.</li> <li>• Demonstrate proficiency in personal computers in a variety of applications such as Access, Excel, Microsoft Word, Microsoft Office, etc.</li> <li>• Work independently with limited guidance and direction.</li> <li>• Possess strong organizational skills.</li> <li>• Possess ability to meet unanticipated deadlines and adjust workload accordingly.</li> </ul> <p><b>SPECIAL PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Possess ability to work independently and as a team lead to accomplish tasks.</li> <li>• Possess ability to conceptualize new ideas and identify constraints and/or opportunities.</li> <li>• Possess ability to seek and accept feedback.</li> </ul> <p><b>INTERPERSONAL SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Possess ability to gain and maintain the confidence and cooperation of those contacted during the course of work.</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Possess ability to work independently with minimal supervision.</li> <li>• Possess knowledge of state procurement processes.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</b>  <b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• Possess ability and willingness to travel by car, bus, train, or airplane as required for successful job performance.</li> </ul> <p><b>PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Possess ability to occasionally bend, lift, and move file boxes, conference or commission materials and other items weighing up to 35 pounds in connection with duties or acquire support services to accomplish these tasks.</li> </ul>			

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<p><b>MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Function effectively under demanding and competing deadlines.</li> <li>• Possess ability to work on multiple complex tasks simultaneously.</li> <li>• Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</li> <li>• Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</li> <li>• Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</li> </ul> <p><b>SELECTION CRITERIA - -</b></p> <ul style="list-style-type: none"> <li>• SROA/Surplus employees are encouraged to apply.</li> <li>• Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to First 5 California's employment list.</li> <li>• Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.</li> </ul>			